

ANNOUNCEMENT NUMBER: 52-2011

OPEN TO: All Interested Candidates

POSITION: DCR GARDENER/CUSTODIAN, FSN-1310-02*

OPENING DATE: October 14, 2011

CLOSING DATE: October 30, 2011

WORK HOURS: FULL-TIME: 40 hours/week

SALARY: Not-Ordinarily Resident: in accordance with FP Scale (Position Grade FP-CC and to be confirmed by Washington). Contingent upon availability of funds.

Ordinarily Resident: in accordance with LCP (starting annual salary for developmental level: \$ 4,559; starting annual salary for full performance level: \$ 5,285).

(*Position Grade - FSN-02 - Full performance level: Candidates may be hired on a developmental level, i.e. one pay grade below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedure.)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Ashgabat is seeking an individual for the position of DCR Gardener/Custodian in the General Services Office.

BASIC FUNCTION OF POSITION

Responsible for the maintenance of the DCR residence grounds as outlined by the supervisor and Post policy. Performs other property maintenance duties as directed by supervisor and custodial duties for the DCR Annex Building. May be called upon by supervisor to perform other duties such as assisting other GSO personnel.

A copy of the complete position description listing all duties and responsibilities is available at http://turkmenistan.usembassy.gov/job_opportunities.html or in the Human Resources Office (phone: 940045 (2192)).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Language proficiency will be tested.

1) Education: Completion of secondary school is required.

2) Prior Work Experience: One year of experience in gardening, landscaping or agricultural professions.

3) Language Proficiency: Level I (rudimentary knowledge) of English, level III (good working knowledge) of Russian or Turkmen.

4) Knowledge: Must have a good working knowledge of gardening methods and tools, planting seasons and basic landscaping. Must have basic knowledge of cleaning materials, devices (including vacuum cleaners) and supplies.

5) Skills and Abilities: Must be able to plan and execute tasks with attention to safety, neatness and efficiency. Ability to complete assigned tasks with accuracy and in timely manner, with minimum supervision. No physical limitations impeding performance of manual labor and use of household cleaning detergents.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member ([DS-174](#)), this form is available on the embassy website: http://turkmenistan.usembassy.gov/job_opportunities.html ; **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

SUBMIT APPLICATION TO

Submit the completed application along with any other documentation (essays, copies of awards and related training certificates, recommendation letters, transcripts etc.) by the deadline indicated in the job vacancy announcement to the following address:

Human Resources Office
Address: U.S. Embassy Ashgabat, No. 9 Pushkin Street
E-mail address: AshgabatRecruitment@state.gov

POINT OF CONTACT

Telephone: **940045 (ext.: 2192)**
FAX: **942614**

DEFINITIONS

For a complete list of the terms such as USEFM, EFM, MOH, NOR, OR and their definitions, see the definitions list on the web site: http://turkmenistan.usembassy.gov/definition_terms.html

CLOSING DATE FOR THIS POSITION: OCTOBER 30, 2011

The US Mission in Turkmenistan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve Equal Employment Opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.